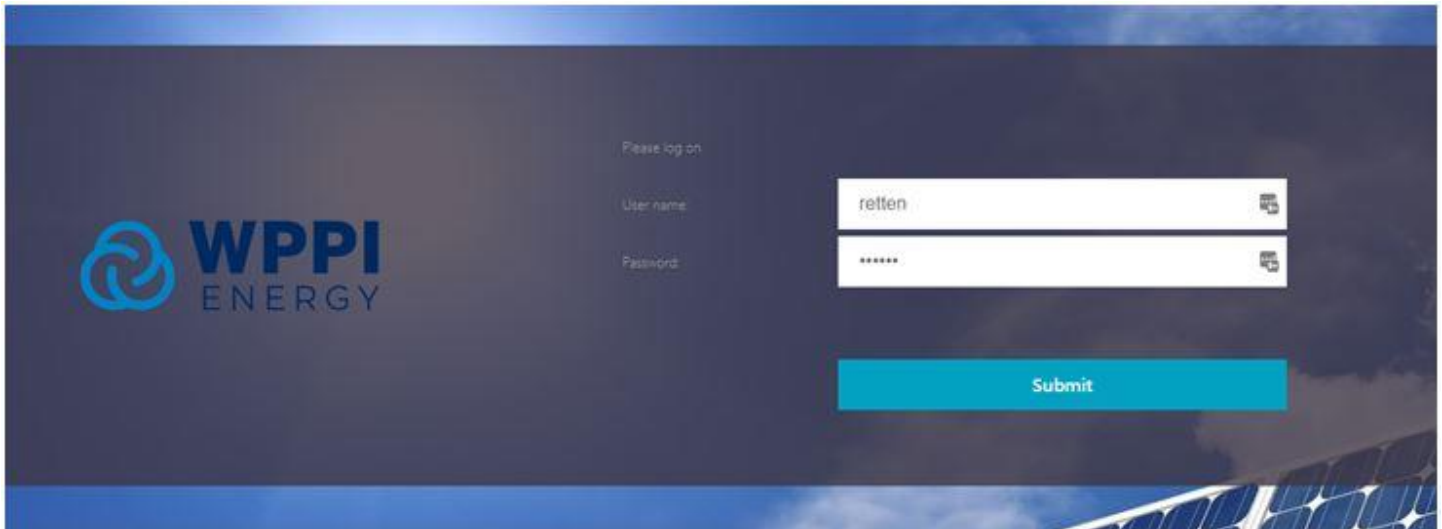


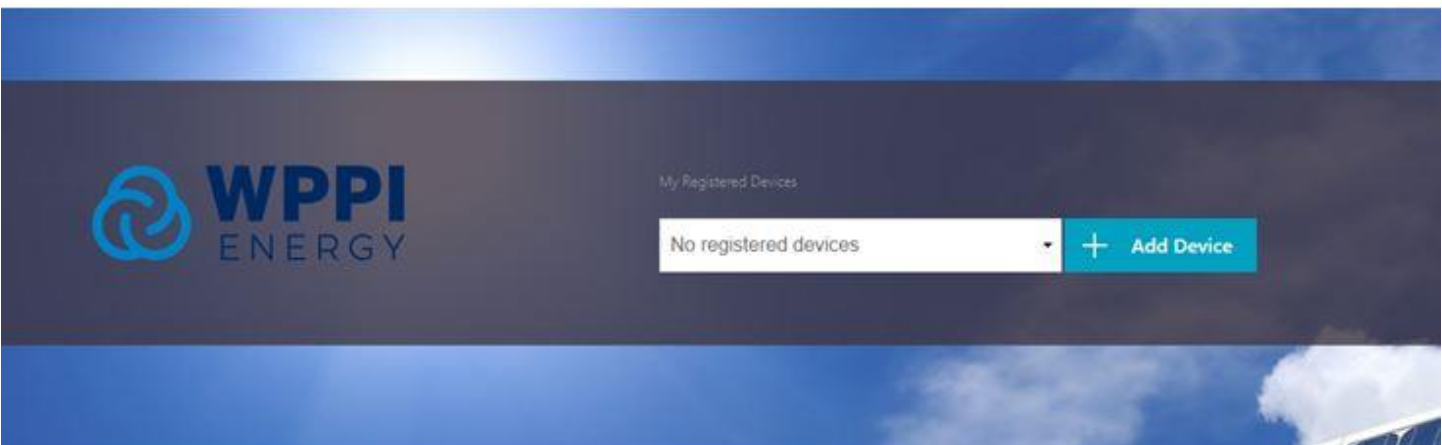
Accessing Citrix Remotely

A Citrix external gateway is available to support working from locations that are not on the WPPI wide-area network. This gateway allows users to connect and run Citrix apps from any internet connection securely. The steps below explain how to do the one-time setup to enable remote access. Once configured, you obtain the numerical passcode for login from the authenticator application on your mobile device.

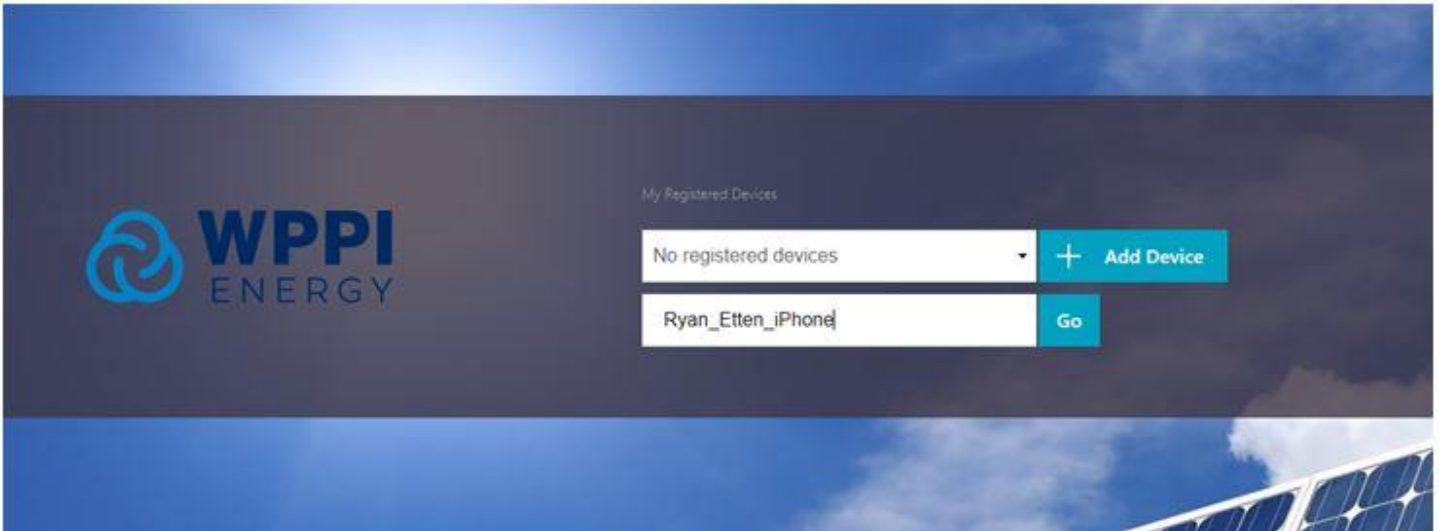
1. An authenticator app is required to access Citrix eternally. From a mobile phone, download an authenticator app.
 - a. Authenticators available on the iPhone and Google app stores include
 - i. Google Authenticator
 - ii. Microsoft Authenticator
 - iii. LastPass Authenticator
2. Go to <https://citrixapps.wppienergy.org/manageotp>
 - a. Enter your Citrix username and WPPI password, then select “Submit”. If you get to a page that asks for a passcode in addition to the username and password, clear your browser cache, reopen the browser, and try again. To configure the remote authenticator you will only need a username and password.



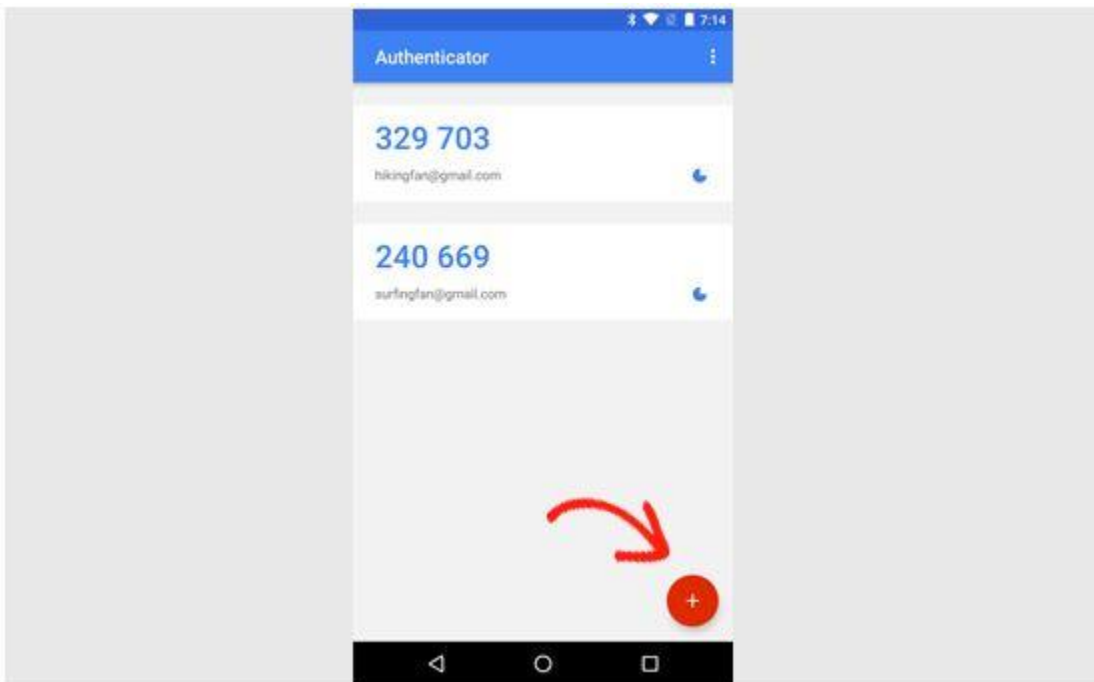
- b. At the next screen (My Registered Devices) select “Add Device”



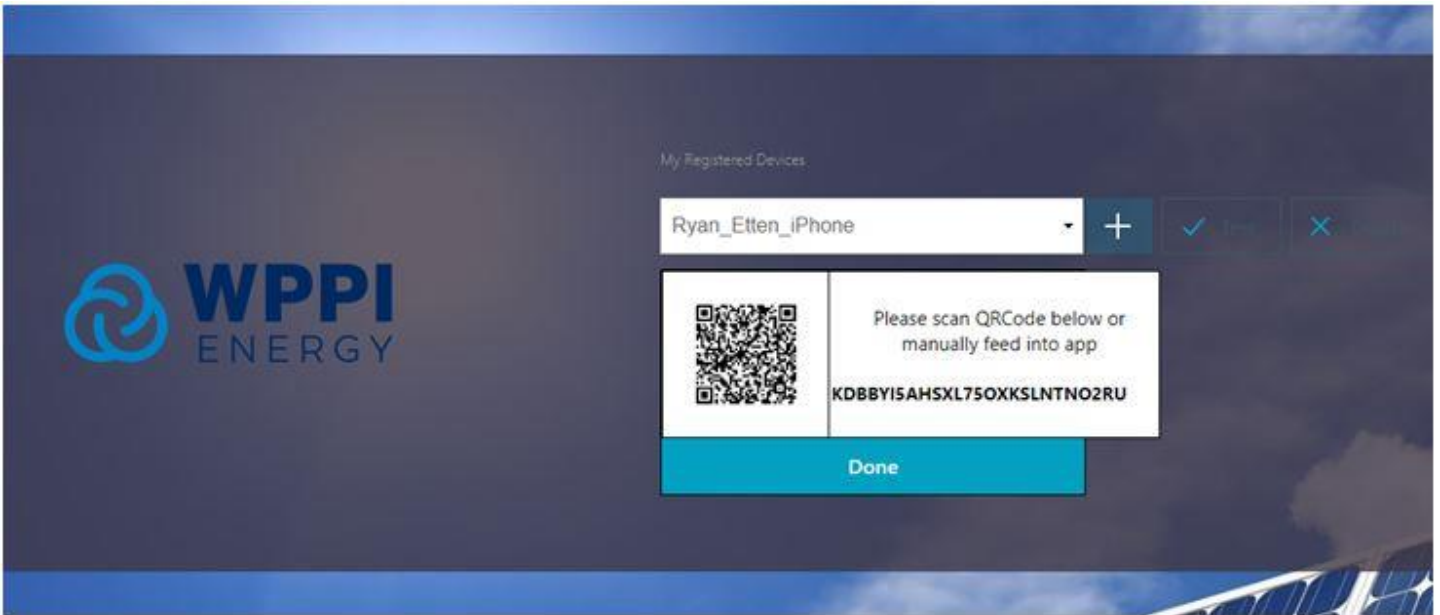
- c. Create a name for your device and select “Go”.



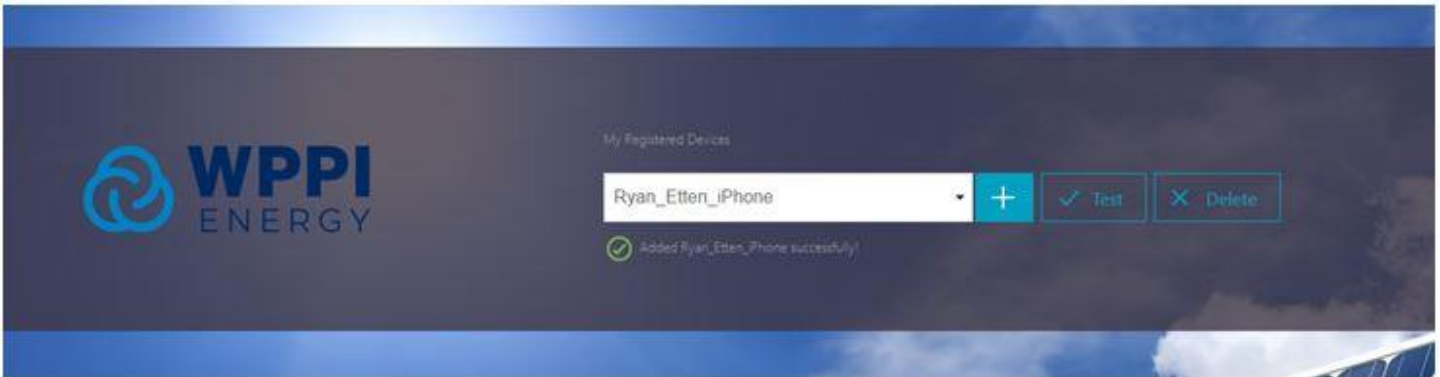
- i. Within the Authenticator app you previously downloaded, select to add a new site for authentication. The example below shows how to do this from google authenticator.



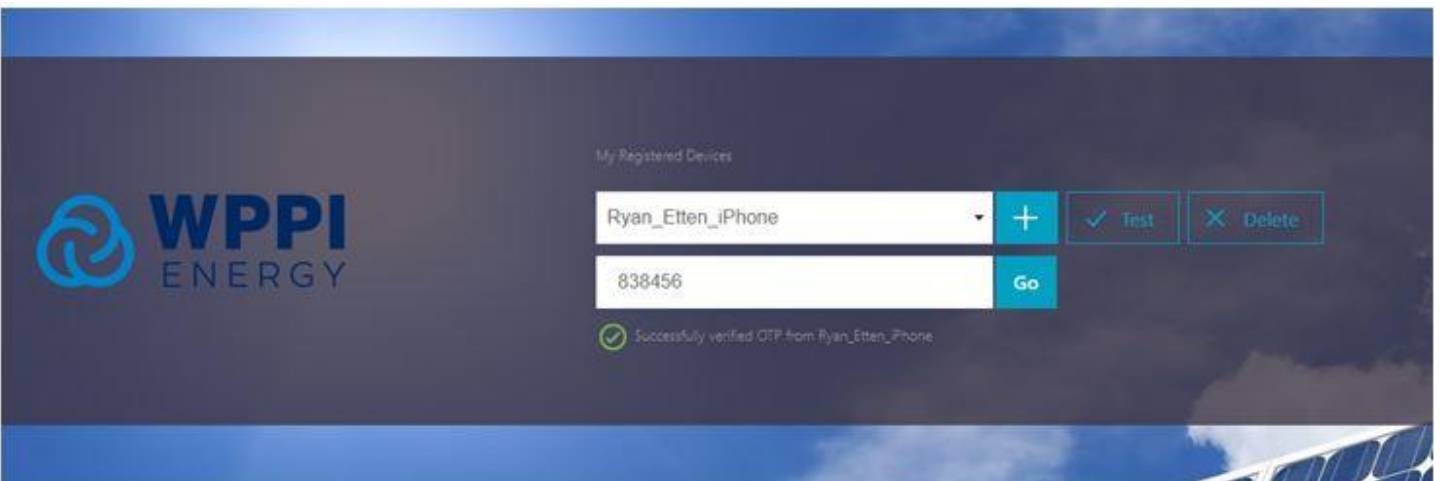
- ii. Select to scan a barcode and allow the authenticator app to have access to your phone's camera
- iii. Scan the Barcode on the screen using your phone's camera



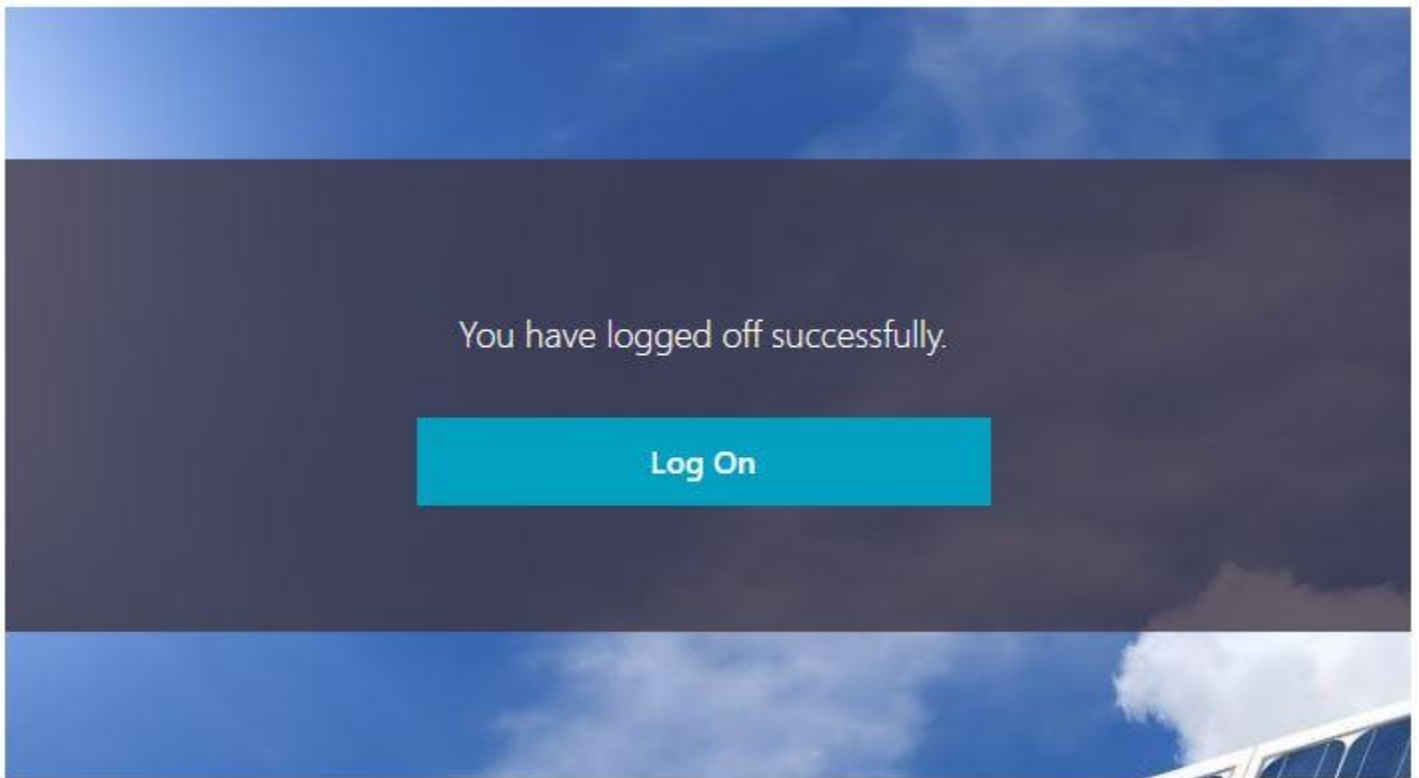
- iv. Select "Done" on the screen and then select "Test"



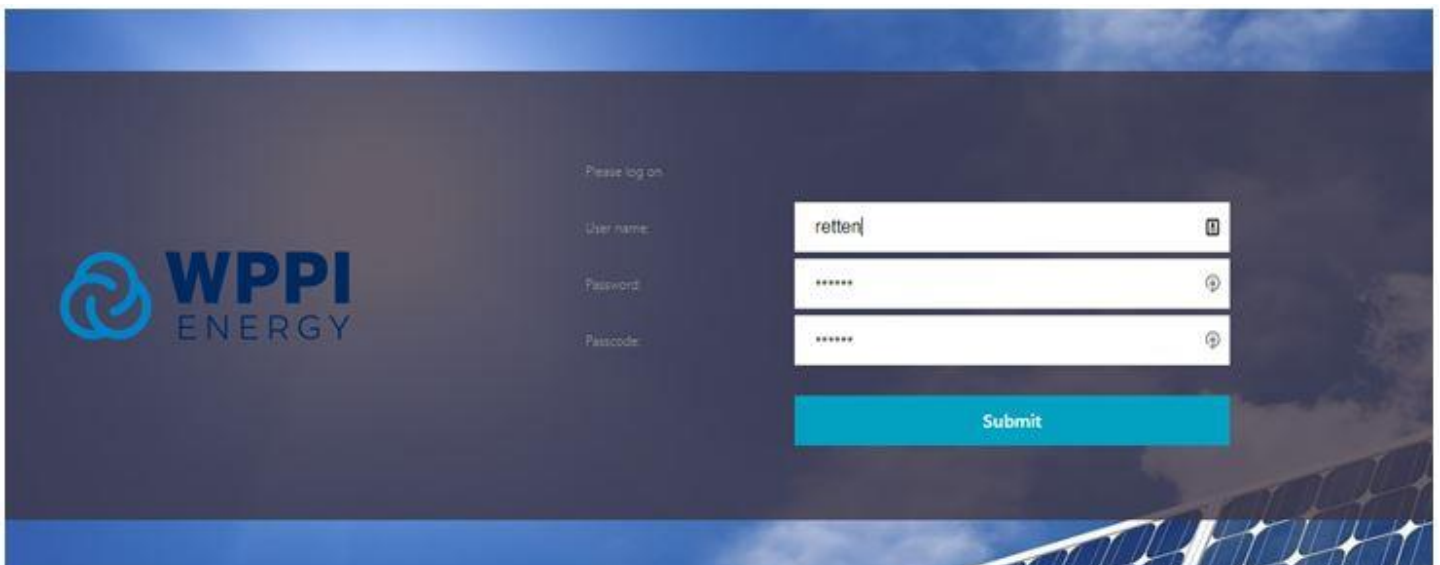
- v. Enter in the passcode given to you by your authenticator app. Once you receive "Successfully verified OTP from _____" you can select "Go"



- d. Once this is complete select “Log Off” in the upper right-hand corner to be redirected to the initial landing page at <https://citrixapps.wppienergy.org>
- e. Select “Log On”



- f. Sign in using your Citrix username and password
- g. In the “Passcode” box, open the authenticator you set up before and enter the code that is presented



- h. After entering the username, password, and passcode you can now select “Submit” which will direct you to the Citrix homepage.

3. After this initial setup, you can access Citrix externally at <https://citrixapps.wppienergy.org>